

# ***VDOT PRIVATE ENTRANCE PERMIT CHECKLIST***

*Please allow at least **10 Business Days** to perform all necessary site reviews and processing.*

In order to serve you better in obtaining a VDOT Private Entrance Permit from the Warrenton Residency Office, the following information is required. **If an incomplete application package is submitted for review, we reserve the right to return the application unprocessed. It becomes the applicant's responsibility to complete the package and resubmit.**

**It is the applicant's responsibility to provide all copies listed below:**

- ☐ **Completed Land Use Permit Application**  
(Applications may be obtained from VDOT's Warrenton Residency Office)
- ☐ **1 Copy of Recorded Plat *(to be kept with our records)***
- ☐ **1 Copy of Recorded Deed *(to be kept with our records)***
- ☐ **Read and sign attached MP-63 Special Notice of Permittee Liability**
- ☐ **Location Map and/or Description of where the entrance is to be located**
- ☐ **Entrance must be staked out and property corners clearly marked**  
(This is necessary so that our staff can review the location for sight distance and drainage requirements.)
- ☐ **Owner-Agent Agreement (if Contractor is acting for Owner)**

*If VDOT installation of the culvert pipe is desired, please contact the appropriate area maintenance superintendent for scheduling after the permit has been issued. It is the property owner's responsibility to purchase the pipe and have it on site before scheduling installations.*

<i>Marshall Area Headquarters</i> - Mr. W. L. Ryan, Jr. (Superintendent)	(540) 364-2539
<i>Warrenton Area Headquarters</i> - Mr. J. A. Williams, Jr. (Superintendent)	(540) 347-3017
<i>Bealeton Area Headquarters</i> - Mr. W. E. Jenkins (Superintendent)	(540) 439-3209
<i>Rappahannock Area Headquarters</i> - Mr. E. S. Jenkins, Jr. (Superintendent)	(540) 675-3612

For assistance please contact ***Kim Yeatman or Michael W. Gardner*** at:

**Virginia Department of Transportation**  
Warrenton Residency Office  
457 East Shirley Avenue, Warrenton, Virginia 20186  
(504) 347-6441